


<h1>Increasing Educator Diversity Plan Template</h1>  <p>WestEd.org</p>		<p>IMPORTANT NOTES:</p> <p>1. Formal approval by your local or regional board of education, or equivalent governing body for schools must be obtained prior to submitting your Increasing Educator Diversity Plan. Be prepared to provide the day, month and year that the plan was approved by the board or equivalent governing body as part of the upload of your submission.</p> <p>2. In the absence of an original motion or a preexisting board or board equivalent policy expressly conferring authority on the superintendent or equivalent schools administrator to make any necessary Plan revisions, the school board or equivalent governing body will be expected to formally approve any necessary revisions to its Plan prior to resubmitting the revised Plan by May 15, 2024</p>
<p>Creating an Action Plan and Sustaining Efforts to Increase Educator Diversity — A Toolkit for District and School Leaders</p>		
<p align="center">COVER PAGE</p>		
District:	Berlin Public Schools	
Vision:	Berlin is committed to actively increasing diversity among our educators, recognizing the profound impact that a varied and inclusive staff can have on student success. Berlin Public Schools aspires to create a future where every student benefits from the richness of a varied and inclusive teaching staff, preparing them to thrive in an interconnected and diverse world.	
Theory of Action	If the District develops and implements a strategic approach for increasing educator diversity that includes targeted recruitment and retention strategies based on comprehensive data analysis, then we will see an increase in the number of diverse candidates applying for positions. This will ultimately result in a more diverse education staff that reflects the demographics of our student population, meets the district's vision for inclusive representation, leading to a deeper sense of community and stronger student outcomes.	
Team Lead:	Denise Parsons, Director of Human Resources	
Team Members:	Brian Benigni, Superintendent; Laurie Gjerpen, Director of Curriculum; Katie Amenta, High School Principal; Abby Froeb, Middle School Dean of Students; Jean Borrup, Teacher & Director of ESOL; Briann Feliciano, HR Generalist	

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RECRUITMENT

Goal (What are we trying to do?)	Who Manages the Goal? (name, position)	Strategies/Key Activities (How are we going to do it?)			Indicators of Progress (How will we know if we are on track for success?)	Resources Required (What people, time, money, and technology will be needed?)	Risks and Mitigation (What could go wrong? How will we make that less likely to happen?)	Communication/ Engagement Efforts (Who needs to be consulted/ engaged? What needs to be communicated? To whom?)
		What?	Who Owns This?	By When?				
Increase the number of diverse candidates applying for teaching positions by 5% within the next 12 months through targeted outreach and partnerships with at least 5 professional organizations or universities focused on diverse candidates.	Denise Parsons, Director of Human Resources	<ul style="list-style-type: none"> * Expand Berlin's in-person presence at career fairs * Develop marketing materials that celebrate Berlin and share the benefits of working here * Develop relationships with various associations for diverse educators * Develop relationships with university educators and provide student outreach through their clubs and career centers. 	Building Administrators, Human Resources, Curriculum & Instruction	September 2025	Data provided through application software will indicate an increase in the number of diverse candidates. Growth in relationships with associations and universities to expand pool.	Applitrack; funding for attendance at various fairs.	Candidates can decline identifying their race & ethnicity on the application. We currently have a 20% ratio of candidates that do not respond to the request for data. Timing of career fairs does not align with knowledge of internal openings.	Utilize District staff to identify existing relationships with universities and associations, HR will conduct outreach to professional associations.

<p>Increase interest in teaching careers among Berlin Public Schools' racially, ethnically, culturally, and linguistically diverse students by 10% within the next 12 months through a career exploration program that includes guest speakers, workshops and direct exposure to the education field.</p>	<p>Building Administrators at BHS & McGee Middle School, Director of ESOL</p>	<ul style="list-style-type: none"> * Work with student POC clubs to encourage excitement about teaching * Provide teaching and learning opportunities for current students through our Pre-K programming * Initiate a Future Teachers Club at the Middle School. * Facilitate volunteer hours with BHS students in elementary classrooms * Utilize existing student activities/clubs to provide students with opportunities to develop teaching skills such as presenting to groups. 	<p>Building Administrators at BHS & McGee Middle School, Work Based Learning Coordinator, Director of ESOL</p>	<p>September 2025</p>		<p>Look for grant funding to support new stipends for teachers involved in new student clubs; coordination among colleagues at the schools for student assignments</p>	<p>Low student interest in new clubs. Utilize educators to identify and encourage promising students to participate.</p>	<p>Work with students in existing clubs and or courses that could be on similar track for educators; continuous marketing of the opportunities for engagement in teaching.</p>
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Develop and implement a growth program for non-certified staff, including mentorship, training, and certification support, to facilitate the transition of staff members into teaching positions.	Human Resources and Building Administrators	<ul style="list-style-type: none"> * Create a tuition reimbursement program for staff interested in pursuing teaching. * Create a mentorship program for paraeducators interested in pursuing a career in teaching. * Work with existing interested paras who wish to pursue certification to include well organized education information sessions to inform and encourage their pursuit, provide ongoing support through design and mentorship. 	Human Resources & Building Administrators (including SpecEd Administrators)	September 2025	<p>Berlin students will support specific classrooms and provide mentorship and support in specific lower elementary classrooms during study halls; Building administrators will send a teacher rep to at least two meetings annually of POC clubs to share about careers in teaching.</p> <p>Heritage Spanish speakers in Spanish V at BHS, with preparation & training to serve in the role of teacher, will engage in new practicum experience 2x/yr doing interactive storytime in Spanish with Spanish speaking elementary English Learners.</p>	Funding required for tuition programs.	Limited interest and limited funding, To mitigate we will seek out grant funding opportunities in addition to requesting budget increases.	Once funding obtained, communicate programming opportunities to staff through flyers as well as encouragement from teachers and administrators.
Research international recruitment opportunities to attract qualified educators from abroad, and submit a report with recommendations within the next 6 months.	Denise Parsons, HR	Identify international recruiters to determine if this is an affordable option for Berlin	Superintendent & HR	May 2024	Identification of an additional valid recruitment source	Funding for additional costs and additional time requirements	Delays in processing H1B Visas, candidates fall through. To mitigate we will assign a designated District representative to provide supports.	Work with Administrators to educate them on the possibility and procedures.

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HIRING & SELECTION

Goal (What are we trying to do?)	Who Manages the Goal? (name, position)	Strategies/Key Activities (How are we going to do it?)			Indicators of Progress (How will we know if we are on track for success?)	Resources Required (What people, time, money, and technology will be needed?)	Risks and Mitigation (What could go wrong? How will we make that less likely to happen?)	Communication/Engagement Efforts (Who needs to be consulted/engaged? What needs to be done?)
		What?	Who Owns This?	By When?				
Increase the percentage of newly hired diverse teachers across all levels of the District	Human Resources and Building Administrators	Utilize staff, students and community members on hiring committees when possible	Human Resources & Administrators	#####	Increase the diversity of our staff at all levels determined through an annual review of	time needed for implicit bias training prior to search involvement	Lack of available diverse teachers in the job market. We will look inward to	Ensure all staff are aware of expectations, especially those leading search

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RETENTION								
Goal (What are we trying to do? How will you sustain educators in ways that increase their retention?)	Who Manages the Goal? (name, position)	Strategies/Key Activities (How are we going to do it?)			Indicators of Progress (How will we know if we are on track for success?)	Resources Required (What people, time, money, and technology will be needed?)	Risks and Mitigation (What could go wrong? How will we make that less likely to happen?)	Communication/Engagement Efforts (Who needs to be consulted/engaged? What needs to be communicated? To whom?)
		What?	Who Owns This?	By When?				
Implement a retention program with culturally competent professional development, mentorship, and recognition initiatives to maintain Berlin's current retention rate of educators of color.	Building Administrators and Curriculum & Instruction	<ul style="list-style-type: none"> * Encourage organically developed communities for diverse employees * Enhance new teacher orientation programming to ensure connectivity for diverse employees * Maintain a culture in schools where all employees feel valued and connected * Establish a more comprehensive exit interview 	Superintendent, Administrators and Human Resources	Ongoing	Maintain and/or increase the number of diverse staff. An updated exit interview with data collected. Survey data annually collected regarding school climate.	Funding for establishing communities of connectivity; time to develop culture enhancing activities; time for exit interviews, time to review data and discuss	Inconsistent implementation and interpretation. Clear and specific expectations need to be communicated	Expectations need to be clarified for Building & District Administrators.